



Local Advisory Committee General Roles and Responsibilities¹

LISC is a national community development support organization that operates through its network of local programs. Headquartered in New York City, and governed by a national board, each community where LISC works is guided by a Local Advisory Committee (LAC) that works with the local Executive Director to identify the local assets and challenges and craft local solutions to their community development needs. The LAC is LISC's local leadership body that guides, supports and advocates for the local program.

Membership

To be considered for membership on the LAC, nominees should be in executive decision-making positions in their respective organizations or have the ability to affect significant policy decisions about community development in the public sector, including neighborhood development.

Ideal LAC members are leaders and practitioners with experience and skills in a wide range of areas relevant to LISC's mission. The membership is made up of people who have the interest in and commitment to the mission of LISC and are willing to give of their time, resources and expertise to make the local program a success. LISC actively seeks diverse representation in our LAC members.

Responsibilities

Working in an advisory capacity with the Executive Director, the primary responsibilities of the LAC are:

- **Be familiar with LISC's** mission, goals, strategies, programs, policies and the finances and operations of the local program. Regularly attend and actively participate in the meetings of the LAC; these meetings will be monthly during the first several months of the program and quarterly thereafter. Support, encourage and be available to the Executive Director.
- **Provide guidance** on the local program. Assist with developing the local program's strategic plan and annual priorities. Maintain general oversight to ensure the integrity and success of the program. Review and locally recommend for approval LISC's grant, loan and equity investments as they relate to strategic alliances and importance for the local community. (LISC maintains a national credit committee that reviews loans and investments based on our underwriting criteria.) Responsibilities (cont.):
- **Be an advocate** for LISC in the community and tell the story of LISC. Participate in events and activities that promote visibility of community development and LISC. Open doors and connect LISC to a larger network of the community. Promote the LISC program with civic, business and community leaders.
- **Provide funding and assist in the raising of funds** to ensure the stability and viability of the local program.

¹ Please note – this is intended as an overview; when the LAC is in place more detailed Operating Guidelines (and procedures) will be distributed.

**Confidentiality**

The information discussed at LAC meetings is often of a confidential nature. It may include internal financial information of our partners, underwriting analysis, strategic information, or other sensitive material. LAC members are asked to respect the confidentiality of LISC and our partners' information. Staff will identify documents that are internal or confidential and will be available to answer any questions in this regard.

Conflicts of Interest

On occasion, a conflict of interest may arise for an LAC member. For example, a member may have a business arrangement with an organization that might benefit from a particular LISC program action. Another example is that information shared in a confidential underwriting review might benefit the business of a member at the expense of another organization or LISC.

In the case of a conflict of interest, the LAC member shall identify the conflict to the committee. The LAC member may be asked to abstain from voting on a program action, and may be asked to recuse him or herself from the discussion.

Individuals who work for or serve on boards of organizations that may seek funding from LISC are not eligible for this committee; however, will be eligible to serve on the LISC grassroots committee.

Structure and Meetings

The Executive Director of the local program will develop guidelines for meeting schedules, committee structures, number and terms for members, etc. based on best practices and local environmental considerations.